

Bankruptcy Case Upload

Most bankruptcy software programs allow for the upload of cases into the ECF system. The upload extracts the debtor information, attaches the PDF petition and schedules to the docket, uploads the creditor matrix, and docket the chapter 13 plan. The following steps outline the upload process. Refer to the instructions from your software vendor for more information.

- ' **IMPORTANT:** Case upload can only be used for complete filings. Use Open a BK Case if any items are missing.
- ' **IMPORTANT Chapter 11 only:** Before completing the creditor list in your bankruptcy software and saving as a txt file, **YOU MUST add the following interested parties to your creditor list:**

Chapter 11

IRS - Insolvency Unit
380 Westminster Street, 4th Floor
Providence, RI 02903

Chapter 11

State of Rhode Island
Department of Labor & Training
1511 Pontiac Ave. Bldg 72,3rd Fl
Cranston, RI 02920

STEP 1 Click the **Bankruptcy** hyperlink on the ECF Main Menu (See Figure 1)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays

- ' Click on the **Case Upload** hyperlink

STEP 3 The Open New Bankruptcy Case **REMINDER:** screen appears. Click [NEXT].

STEP 4 The **OPEN NEW BANKRUPTCY CASE** screen displays four browser fields:

- # Debtor.txt extracts the case opening information into the appropriate ECF fields

Petition.pdf attaches the petition and schedules to the case docket.

Creditor.txt uploads the creditor matrix.

Plan.pdf attaches the chapter 13 plan to the docket entry.

- ' Click on the **Debtor.txt** browse button then navigate to the directory where the appropriate .txt file is located or type in the full directory and file path.
- ' Click on the **Petition.pdf** browse button then navigate to the directory where the appropriate .pdf file is located or type in the full directory and file path.
- ' Click on the **Creditor.txt** browse button then navigate to the directory where the appropriate .txt file is located or type in the full directory and file path
- ' If appropriate, click on the **Plan.pdf** browse button then navigate to the directory where the appropriate .txt file is located or type in the full directory and file path.
- ' Click on the [SUBMIT] button

STEP 5 The **NOTICE OF BANKRUPTCY FILING** screen displays

- ' Click on the browser [PRINT] button to print a copy of this notice.
- ' **IMPORTANT:** You must upload all cases in a batch filing before using the Judge/Trustee/341 Meeting Assignment.

STEP 6 On the ECF menu (see **figure 1**) click on the **Bankruptcy** hypertext link.

STEP 7 The **BANKRUPTCY EVENTS** screen displays.

- ' Click on the **Judge/Trustee Assign** hyperlink
- ' Enter the case number from the Notice of Bankruptcy Filing
- ' Follow the steps to assign the judge, trustee and 341 meeting date, or refer to the Judge/Trustee/341 Date instructions in this guide for more information.